

## STATE OF TENNESSEE



### TREASURY DEPARTMENT

STATE CAPITOL  
NASHVILLE, TENNESSEE 37243-0225

#### **Administrative Assistant**

The Tennessee Department of Treasury impacts the lives of Tennesseans every day. We safeguard Tennessee taxpayer dollars, teach citizens to make financial decisions, manage approximately \$50 Billion Dollar assets in house for the State of Tennessee pension fund, provide retirement coverage to State employees, and return unclaimed property.

#### **DESCRIPTION:**

The Administrative Assistant position performs secretarial and administrative duties as assigned at a high performance level exhibiting organizational ability, communication skills, accuracy, and timeliness in the performance of tasks which is commensurate with an executive level employee of a State Constitutional Officer.

#### **RESPONSIBILITIES:**

- Screens and directs calls and visitors to other State departments or services.
- Have ability to interface with legislative members, legislative staff, Constitutional Officers and staff, Governor's staff, and commissioners of other state agencies.
- Sets up and maintains a variety of records, files, and legal documents which may be confidential in nature.
- Receives and processes requests for hire, expenditures, personnel action worksheets, and travel requests from Treasury staff.
- Compose and coordinate correspondence to members of the General Assembly, state officials, individual constituents, and groups for the Treasurer.
- Archive records for management control with proficiency in digital imaging software and file maintenance.
- Create, maintain, and execute a daily task list of a cycle of at least one year of length.

#### **MINIMUM QUALIFICATIONS:**

- Graduation from an accredited college or university with a bachelor's degree
- Four years of full time experience with responsible administrative work
- Successful candidate must have superior proficiency in the following areas: Microsoft Word; Microsoft Excel; power point and other office systems; writing, creating and editing routine correspondence; electronic and digital file maintenance.

- Strong personal commitment to excellent performance of public service is required.

To apply, submit your resume to: [Treasury.Resumes@tn.gov](mailto:Treasury.Resumes@tn.gov)

***The State of Tennessee is an Equal Opportunity Employer.***